

Seattle Legal Defense Network

Request for Proposals

Application Questions

Please provide details on your experience in providing immigration legal services, including removal defense, to immigrant and refugee communities and describe what makes your organization well suited to provide these services by answering the questions below. If this is a collaborative application, please include all information for each organization participating in the collaboration. Applications must include answers to each of the following questions:

1. Describe your organization's mission and major program areas. Include the date your organization was founded. (If a collaboration, include the date your collaboration was established). How relevant are removal defense services to your organization's mission? (5 points)
2. Approximately what percent of your organization's budget supports your immigration legal services program and removal defense services in particular? (5 points)
3. Provide the number of clients served through your legal defense program annually, (please include low-income status and demographic breakdown, including race, if known). How many of them do you estimate have connection to Seattle through residence, workplace or place of study? (5 points)
4. Describe your proposed program model, including proposed services and activities, timeline, and expected challenges. How many eligible clients do you plan to serve through your proposed program model? Assign approximate proposed percentages to the legal services you are planning to offer:
 - a. Services for detained immigrants in removal proceedings
 - b. Services for non-detained immigrants in removal proceedings
 - c. Services for unaccompanied minors
 - d. Services for clients without permanent legal status who are not in removal proceedings when representation began(15 points)
5. Describe your proposed program staffing model. How will this funding add or maintain your capacity to offer removal defense services? How many full-time legal staff (or their equivalent) would it take to handle all eligible clients? Please provide the number of FTEs that would be designated to provide legal and support services under this contract with the specific roles of each staff member, and languages spoken. Please also describe staffing levels and ratios to clients. (10 points)

6. Describe your organization capacity, including such factors as:
 - a. Program leadership, supervision, and oversight of services;
 - b. Effective administrative processes, including data gathering and security, reporting systems, and legal case management systems;
 - c. Program sustainability, including policies to ensure uninterrupted services in the event of staff turnover. Based on your organization experience in the last 5 years, have you had problems absorbing cases of departed staff members within your organization? If so, how have you handled them?
(15 points)
7. Describe the communities and geographic regions that your organization serves. What clients and cases does your organization prioritize for services? What communities, if any, do you exclude from your services? (10 points)
8. Program budget

For collaborative groups only:

1. Please list partner organizations, the intended role each organization will play within the collaboration, and the projected amount of funding each partner will receive as part of the collaboration. If selected for funding, a written Memorandum of Understanding will be required prior to the start of the contract.